



Recruitment guidelines and application process for interns, residents, and fellows at the Sparks Clinics

1. Each applicant should send a curriculum vita that includes their educational experience and other relevant experiences.
2. Applicants are required to submit two letters of recommendation from faculty members or clinicians with whom they have been associated in the past.
3. Each applicant should submit a two page autobiographical sketch and goal statement. This should be double spaced and include reason for interest in the Sparks Clinics, future goals, and how training will influence future endeavors.
4. Applicants are required to submit an official transcript of their grades (under unusual circumstances, unofficial transcripts are acceptable).
5. A person to person or phone interview is required with the potential sponsor of an applicant. Sponsors will typically be from the same discipline as the applicant but may be from a different discipline.
6. Under some circumstances, applicants may be requested to interview with one or more members of the intern review committee.
7. Applicants should provide evidence of liability insurance coverage, as is typically provided by their school.
8. Evidence of a background check will also need to be included.